

Child Care Emergency Disaster Preparedness Planning Checklist

If you prefer to write your own plan rather than using the Division of Child Care Emergency/Disaster Planning Form provided, please be sure your plan covers each of these regulatory requirements:

- ☐ (1) A child-care provider shall have a written plan for evacuation in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center. The plan shall include but not be limited to:
 - ☐ A designated relocation site and evacuation route;
 - ☐ Procedure for notifying parents of the relocation and ensuring family reunification;
 - ☐ Procedures to address the needs of individual children including children with special needs
 - ☐ Instructions relating to the training of staff or the reassignment of staff duties, as appropriate;
 - ☐ Coordination with local emergency management officials; and
 - ☐ A program to ensure that appropriate staff is familiar with the plan's components.
- ☐ (2) A child-care provider shall update the evacuation plan by December 31 of each year.
- ☐ (3) A child-care provider shall retain an updated copy of the plan for evacuation, provide an updated copy to appropriate local emergency management officials, and provide a copy to each parent, custodian, or guardian of the child at the time the child's enrollment in the program and whenever the plan is updated.